

**Herbert Hoover National Historic Site**  
**Picnic Shelter Reservation Request**

Contact Information:

Name:	Telephone. _____ (H/W/Cell)
Address:	City, St., ZIP

Organization name:	Number in group
Requested date:	Time requested:
Shelter Requested: West (electricity) _____ East _____ (Check one) Capacity: 62 people Capacity: 64 people	

Rules:

- The reserving party or their designated person is responsible for adhering to the site and shelter regulations.
- All vehicles MUST be parked in the designated parking areas: DO NOT park on the grass and DO NOT use the lots near the gravesite or at the Library-Museum between 9am and 5pm. DO NOT cross the bridge in a vehicle for any reason.
- Fires are restricted to the fire receptacles which are provided for you.
- Please place all trash in approved receptacles, monitor the area during your visit, and leave the area cleaner than when you arrived.
- Do not erect tents, tables, etc.
- If there are any questions or changes to this reservation, contact the Chief Ranger at (319) 643-7860.

Please enclose \$25 shelter non-refundable use fee; checks payable to: National Park Service and send to:

National Park Service  
P.O. Box 607  
West Branch, IA 52358  
Attn: Special Park Uses Coordinator

NPS Use: Date Received \_\_\_\_\_ NPS Personnel (Initials) \_\_\_\_\_

Confirmation Letter Sent on \_\_\_\_\_ by \_\_\_\_\_

\$25 non-refundable payment received on \_\_\_\_\_ by \_\_\_\_\_

Maintenance Notified : \_\_\_\_\_ by \_\_\_\_\_

Payment transferred to Admin on \_\_\_\_\_ by \_\_\_\_\_